CENTRAL INTELLIGENCE AGENCY

OFFICE OF THE DEPUTY DIRECTOR

18 January 1980

NOTE FOR: Director of Personnel Policy,
Planning, and Management

FROM : ▮▮▮▮▮▮▮▮▮▮▮▮▮ STATINTL
SA/DDCI

Harry-- *Harry*

Attached FYI and per our discussion
is a copy of ExCom's status report on NAPA
project recommendations. Let me know if
you have any problems with anything in here.

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Executive Committee Status Report

1 6 JAN 1980

NAPA Project Group Report

Tabs/Recommendations	Discussed in EXCOM	Decision Paper/ Rev. Rec'd from O/Pers.	App/Disapp by DCI/DDCI	Implement Plan/Action Started	Comments/Remarks
.A. **Framework for the Agency Personnel System**					
A. Scope and Limitations of DCI's Authorities	26 Nov. 79				
A. OGC complete _Guide_ in 3 months	– Revised	– 13 Dec. 79	– 17 Dec. 79	– 10 Jan. 80	– OGC SO notified
B. Senior managers required to read _Guide_	– Disapproved	– 13 Dec. 79	– 17 Dec. 79	"	
C. OGC develop law review article on DCI's special authorities in personnel	– Revised	– 13 Dec. 79	– 17 Dec. 79	"	
B. Criteria for Changes	26 Nov. 79				
A. Disapprove NAPA proposal for considerations to use in adopting changes	– Approved	– 13 Dec. 79	– 17 Dec. 79		
B. D/Pers. responsible for impact analyses of proposed changes	– Approved	– 13 Dec. 79	– 17 Dec. 79	18 Jan 79	In progress
C. DDCI to use above in reaching decisions	– Approved	– 13 Dec. 79	– 17 Dec. 79		
C. Personnel Policy--Approval and Publication of Regulations	26 Nov. 79				
A. Review, revise, without coordination, ▮▮▮▮ series to reflect policy	– Revised	– 13 Dec. 79	– 17 Dec. 79	18 Jan 79	Began--To be completed June 80
B. DCI/DDCI approve all new/ changed personnel policies	– Revised	– 13 Dec. 79	– 17 Dec. 79	18 Jan 79	Continuing

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D. Authorities of the D/Pers.					
A. DDCI memo to delineate D/Pers. control/ enforcement functions	- D/Pers. tasked with compiling EC views on 2 other options: - B: transfer part of OP to DCI/ DDCI level	- Received 5 Dec.		29 Dec 79	OP transferred to DCI area
	- B: transfer all of OP to DCI/ DDCI level	-	- 13 Dec. 79		
E. Role of Personnel Officers	26 Nov. 79				
A. Components to define in AWP pers. officer role	- Approved	- 13 Dec. 79	- 17 Dec. 79	- 10 Jan. 80	- D/Pers requested AWPs for Sr. component personnel officers by 1 Feb.
B. D/Pers. to supplement general pers. officer role	- Approved	- 13 Dec. 79	- 17 Dec. 79	18 Jan 79	To Be Done by 1 Mar 80
	- D/Pers. to develop paper on pers. policy board	- Received 3 Dec.			
F. OP Focal Point for Component Personnelists	26 Nov. 79				
A. Focal point not be created	- Approved	- 13 Dec. 79	- 17 Dec. 79		No Action
	- OP requested to issue updated functional directory				Sent to Printing 7 Jan 80
G. Office of Pers. Operational Activities	26 Nov. 79				
A. Do not delegate operational activities to directorates	- Deleted	- 13 Dec. 79	- 17 Dec. 79		

Tabs/Recommendations	Discussed in EXCOM	Decision Paper Rev. Rec'd from O/Pers.	App/Disapp by DCI/DDCI	Implement Plan/Action Started	Comments/Remarks
"E" Career Service	26 Nov. 79				
A. Retain with more rotation	– Approved	– 13 Dec. 79	– 17 Dec. 79	– 10 Jan. 80	– Ch. E Car. Serv. notified
Pers. Selection and Devel.					
I. CT Selection and Placement	13 Dec. 79				
A. Retain present procedures	– Defer pending IG report	– 8 Jan. 80	– 15 Jan. 80		
B. Reaffirm flexibility of CT entry-level grade					
C. Publish annual vacancy notice for CTP					
D. Est. task force to review CTP role/objectives					
E. Revise ▇▇▇ to reflect "D."	STATINTL				
J. Vacancy Notice System	6 Dec. 79			7 Jan 80	Study on occupational families begin-To be discussed Feb PMAB meeting.
A. Retain present concept	– New Pers. Pol. Bd., Career Serv. to list positions warranting Agency-wide notices	– 8 Jan. 80	– 15 Jan. 80		
B. Mandatory annual reporting of all GS-15-below vacancies not to be circulated in notices					
C. D/Pers. 1-year review success of "B"	– D/Pers. to examine resource constraints; expedite distribution; reduce response period to 2 weeks; inform employees; report back to EXCOM				
D. Annual notice explaining vacancy notice system					Agency notice on vacancy notice being drafted.
E. Revise ▇▇▇ on vacancy notice policy					
F. DDs to publish info on system	– 3 weeks' notice for people accepting new assignments				
G. DDs revise Pers. Handbooks to include "F"					
H. D/Pers. to approve issuances recom. in F and G					
I. Priority printing and dist. of notices					

Tabs/Recommendations	Decision Paper/ Discussed in EXCOM	Rev. Rec'd from O/Pers.	App/Disapp by DCI/DDCI	Implement Plan/Action Started	Comments/Remarks
K. Movement into Professional Ranks	– 18 Dec. 79				
A. Job descriptions and standards to reflect educational criteria	– Approved	– 8 Jan. 80	– 15 Jan. 80		23 Jan 80 notification awaiting DDCI reconsideration of recommendation B.
B. DDs to verify college degree require in vacancy notices	– Approved	– 8 Jan. 80 revision suggested			
L. Occupational Career Systems	– 18 Dec. 79				
A. Postpone decision on ADP occupational grouping	– Approved	– 8 Jan. 80	– 15 Jan. 80		See comment on TAB J
B. Continue present senior secretarial panels	– Defer pending D/Pers study of vacancy notices/panels				
C. Advertise GS-08-above sec/ clerical vacancies Agency-wide	– Defer as above				
M. Rotational Assignment Policy	5 Dec. 79				
A. Rewrite ▮▮▮▮ policy on rotations	– SIS exec. dev. guidelines to be decision doc.	– Received 5 Dec.			
B. Revise directorate handbooks to reflect above policy	6 Dec. 79				
	– D/Pers. to incorp. rotation policy statement in above, circ. for comment, decision by 12 Dec.				

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N. Competive Evaluation Panels	6 Dec. 79			24 Jan 80	Head CS notified, to verify by 22 Feb 80
	— Career Serv. Chrm. to meet, find commonalities among current 5 systems on which to build Agency system				
	13 Dec. 79				
A. Approve journeyman level grade, job standards	— Deferred				
B. Line managers to promote to journeyman level	— Disapproved	— 8 Jan. 80	— 15 Jan. 80		
C. Eliminate panels, for below journeyman level	— Disapproved	"	"		
D. Retain competitive eval. for supervisory/senior positions	— Approved	"	"		
O. Decisionmaking Role of Panels	13 Dec. 79			24 Jan 80	Head CS notified, to verify by 22 Feb 80
A. Panels to be advisory	— Approved	— 8 Jan. 80	— 15 Jan. 80		
B. Exceptions to panel promotion recommendations to be documented	— Revised	"	— 15 Jan. 80 w/revision		
P. Evaluation Panel Functions	13 Dec. 79			24 Jan 80	Head CS notified, to verify by 22 Feb 80
A. Revise handbooks to distinguish between performance/potential	— Approved	— 8 Jan. 80	— 15 Jan. 80		
B. Panels to recommend promotions, identify high potential	— Approved	"	"		
C. Eliminate descriptors	— Disapproved	"	"		
D. Review need for numerical ranking	— Not addressed				To be addressed by D/Pers when develop uniform guidance for panels.

Tabs/Recommendation	Discussed in EXCOM	Decision Paper/ Rev. Rec'd from O/Pers.	App/Disapp by DCI/DDCI	Implement Plan/Action Started	Comments/Remarks
Q. Uniform Precepts for Panels				7 Jan 80	To be discussed Jan PMAB meeting
A. Use and publish uniform guidelines for panels	– Revised	– 8 Jan. 80	– 15 Jan. 80		
R. Labeling Positions as Professional and Clerical	– 18 Dec. 79				
A. Maintain three categories	– Defer pending ▆ study	– 8 Jan. 80 STATINTL	– 15 Jan. 80		
B. Use OTR courses to discourage use of labels	– Approved	"	"	24 Jan 80	DTR notified, to respond by 22 Feb 80
Manpower Planning, Recruitment and Separation					
S. Flow-Through Policy	– 18 Dec. 79				
A. DDCI policy statement re staffing objectives	– All obviated by 13 Nov. 79 DCI Notes	– 8 Jan. 80	– 15 Jan. 80		
B. Directorate data require. for deter. work force		"	"		
C. Analyze structure to achieve balanced work force		"	"		
D. D/Pers. to develop data reduction and analysis tech.		"	"		
T. Personnel Reductions	– 18 Dec. 79				
A. Issue Agency personnel reduction policy	– Done by 13 Nov. DCI Notes	– 8 Jan. 80	– 15 Jan. 80		
B. Reflect above in handbooks.	– Revised	"	"		

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U. Low-Three-Percent-Out Concept	- 18 Dec. 79				
A. Eliminate low 3% ranking	- Disapproved	- 8 Jan. 80	- 15 Jan. 80		
B. Issue notice explaining "A"	- Disapproved - To conform to current reg.	"	"		
V. Non-Competitive Transfers	- 18 Dec. 79			9 Jan 80	9 Jan 80 determined that Foreign Service has transfer rights (DDCI advised)
A. OP to contact OPM on possible transfers	- Revised: D/Pers. to det. if CIA has same Civ. Serv. rights as Foreign Service	- 8 Jan. 80	- 15 Jan. 80		
B. If "A" favorable, take action to implement					
W. Agency's Obligation to Employees	- 18 Dec. 79				
A. Policy re: career employment opportunities	- To be turned over to DCI MAG			- 4 Jan. 80	SA/DDCI memo tasking Mag advisor
B. Publish "A" in Agency regs.	for recommendations				
Personnel Program Evaluation					
X. Personnel Mgmt. Evaluation Program	- 18 Dec. 79				
A. D/Pers. to develop evaluation tools for line	- Approved	- 8 Jan. 80	- 15 Jan. 80	18 Jan 80	OPPPM developing APP needs to be determined from Hds CS
B. Annual reports on effectiveness of line mgrs.' pers. mgmt. programs	- Revised: D/Pers, car. serv. heads, D/EEO to devt. eval. design	"	"	"	

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Y. Costs to Personnel Administration	– 18 Dec. 79				
A. Directorates assess pers. costs, report findings/recomm.	– Disapproved	– 8 Jan. 80	– 15 Jan. 80		
Z. Personal Rank Assignments	– 18 Dec. 79				
A. Retain present concept	– Approved	– 8 Jan. 80	– 15 Jan. 80		OPPPM to monitor
B. NFAC/DDA label PRA sections of handbooks	– Revised: To be Agency- wide handbook	"	"		
AA. LWOP for Employee Spouses	– 18 Dec. 79				
A. Continue present mechanism.	– Defer pending task force report	– 8 Jan. 80	– 15 Jan. 80		
B. Reaffirm "first consideration" rights for employees returning from LWOP to accompany spouses					